

CITY OF INDIANAPOLIS
1200 Madison Ave., Suite 100
Indianapolis, IN 46225

Place
Postage
Here

DEPARTMENT OF CODE ENFORCEMENT
Attention: Building Inspections
1200 Madison Ave., Suite 100
Indianapolis, IN 46225

Fold and tape before mailing (please do not staple)

If faxing your Certificate of Completion and Compliance, please fax to 317-327-8475

If emailing your Certificate of Compliance, please email to CompletionCards@indy.gov

**FAILURE TO RETURN THIS CARD UPON COMPLETION AND/OR EXPIRATION OF YOUR PERMIT WILL RESULT
IN AN ADMINISTRATIVE FEE BEING ASSESSED AS PROVIDED IN CHAPTER 131-501 OF THE REVISED CODE**

CERTIFICATE OF COMPLETION AND COMPLIANCE

Section 536-301. Filing of Certificate of Completion and Compliance.

Within fourteen (14) days after completion of construction for which a building permit has been issued pursuant to the provisions of this chapter and prior to the occupancy or use of the structure, the obtainer of the building permit (or an employee of the obtainer who is authorized to act for the obtainer) for such construction shall execute and file a Certificate of Completion and Compliance with the Department of Code Enforcement.

Address of premises on which construction activity was accomplished:

Permit Number: _____

The undersigned person hereby certifies under the penalties of perjury that:

1. I obtained the above referenced building permit or am an employee of the obtainer, and
2. I am familiar with the construction activity accomplished pursuant to that building permit, and
3. I know such construction activity has been completed with exceptions here noted

- _____
4. I am familiar with the building standards and procedures applicable to such construction, and
 5. To the best of my knowledge, information and belief such construction activity has been performed in conformity with all building standards and procedures.

Date: _____ Signature: _____

Typed or Printed Name: _____

Electrical, heating and cooling or wrecking contractor license number, plumbing contractor
registration number, contractor listing number, or registered architect or registered engineer
registration number:

If you wish to submit detailed comments or explanations, please use an additional sheet of paper and enclose this form with the information.